



City of Stanwood Pre-Application Meeting

Name of Owner:	
Address, Phone number & email address:	
Name of Contact Person:	
Address, Phone number & email address:	
Address and Parcel # of Project:	
Brief Description of Proposed Project:	
Who do you want to attend the meeting? Please list: Invitations will be sent via email, Please provide all email addresses for attendees: Attendees must confirm when invitation is sent.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Date of meeting, (City Use)	

Fee: \$50 plus cost of engineering and legal review at cost. The \$50 fee will be applied to the site development filing fee if an application is completed within 180 days.

Engineer File Review Requested for 2-hour review (deposit \$292) ___yes___no
 Engineer meeting attendance requested (deposit \$564) ___yes___no

Submittal Requirements: These materials must be submitted along with a completed pre-application form before a meeting will be scheduled (approximately 2 weeks after receipt of the packet).

Submittal of requested information for a pre-application meeting does not vest the application. Pre-application reviews are based on the information available at the time of review. If additional information becomes available during review of an application additional conditions or studies may be required.

1. (5) copies of A preliminary site plan, preliminary plat or other documents drawn to scale of the proposed development and including building footprints, building area, lot lines, setbacks of structures, parking, and access:

2. (5) copies of a vicinity map, which clearly shows the property in question
3. On a separate sheet of paper, provide the following information:
 - a. Project description
 - b. Existing Zone
 - c. Acreage
 - d. Assessor's/parcel Number
 - e. Availability of water and sewer
 - f. Existing development on property
 - g. Development on adjoining properties
 - h. Description of neighborhood land use characteristics
 - i. Description and name of roads(s) providing legal access to site as well as internal circulation, sidewalks.
 - j. Description and type of sensitive areas on or near the site (if any)
 - k. Conceptual surface water drainage
 - l. If a subdivision indicate density, lot size, access, internal circulation, sidewalks
 - m. If commercial or multi-family describe proposed uses(s) and square footage by floor level and parking requirements

Optional Information:

Reports, traffic analysis, prior file documents about the property or prior developments, environmental documents, or any other information that would help City Staff address your questions.

Specific questions you would like to address at the meeting:

Planning/Zoning/Permits/Environmental Questions:

- 1.
- 2.

Street/Right-of-Way/Traffic/Concurrency Questions:

- 3.
- 4.

Building/Emergency Access/Life Safety Questions:

- 5.
- 6.

Water/Sewer/Utility Questions:

- 7.
- 8.

Other: _____

Please note: Pre-application review does not guarantee a review of your proposal under all codes and regulations, but only issues brought up by the applicant.

The Pre-application process is not a substitute for a formal submittal.

A complete review will only be undertaken after a complete application for a permit has been submitted.